

**Meeting Minutes
Tuesday, August 9, 2011**

The meeting was called to order by Library Board Member Harvey Rengstorf at 6:00pm.

ROLL CALL

Present: Harvey Rengstorf, Mary Brefeld, Kathy Sasse, Joe Hoenecke (left at 6:30), Andy Boehnlein, Lauren Cottrell

Absent: Jody Running, Jeff Jensen, Laurel Smaglik

Also Present: Holly Selwitschka, Steve Volkert (left at 6:25)

MINUTES

Motion made by Brefeld to approve the minutes from the July 12, 2011 meeting.

Second: Sasse

Vote: Unanimous

JULY 2011 VOUCHERS PAYABLE/FINANCIAL REPORT

Rengstorf asked if there was anything out of the ordinary in the bills this month. Holly pointed out the money spent in Miscellaneous for the new book display shelf that was part of the amount carried over from the previous year.

Motion made by Sasse to accept the report as presented and approve payment of the July 2011 bills and financial reports.

Second: Hoenecke

Vote: Unanimous

2012 BUDGET PROPOSAL

Holly shared the initial draft of the 2012 budget proposal. She told the board what the library can expect to see in revenue from Winnebago County and also from the Village of Winneconne; although neither number is confirmed yet. Holly told the board that the budget line numbers need to be modified again and she will present this a few more times, as the finance committee reviews it, before it needs to be voted on in October.

PUBLIC PARTICIPATION

None

CLOSED SESSION

The closed session was moved up on the agenda so that Steve and Joe be present for the session before they needed to leave for another meeting. There was a brief discussion about whether there was sufficient information to enter closed session before the board decided to go ahead with it.

Motion was made by Hoenecke to enter into Closed Session per WI State Statues Section 19.85(1)(c) to discuss compensation for the library director and staff.

Seconded by Sasse

Roll Call led by Holly Selwitschka

Vote: Rengstorf Yes

Brefeld Yes

Sasse Yes

Hoenecke Yes

The board entered closed session at 6:05pm.

Motion made by Hoenecke to re-enter open session at 6:17pm.

Seconded by Sasse

Vote:	Rengstorf	Yes
	Brefeld	Yes
	Sasse	Yes
	Hoenecke	Yes

Motion by Hoenecke to approve a temporary pay raise for the library director of 5.8% of her current salary for pay periods of August through December, 2011.

Seconded by Sasse

Vote: Unanimous

Steve told the board that Holly had come to discuss 2012 budget numbers with him already. He said that he's asked all department heads to submit three options for the 2012 budget: one that assumes a 2% cut, one that assumes a 0% change, and one that assumes a 1% increase in operational expenditures. There was discussion about the library being cut by at least \$5000. Steve said that cuts being made next year are in direct result of the new legislation and all departments are being affected. Harvey asked what percent of our total budget \$5000 amounted to. Holly replied that it was about 2.5%.

Steve took a minute to inform the library board of his intentions to move away from raises that are distributed evenly across the board in favor of awarding raises based upon performance and completion of goals. He also told the board that he has been conducting quarterly reviews of department heads. He said he wasn't making a recommendation that they do the same, but wanted to be sure they knew of the changes as the library board members have in the past expressed an interest in having personnel practices that are consistent with how things are being done with other Village departments. He said his reason for doing this is consistent with one of the purposes of the new legislation, which is to individualize output and provide rewards for a job that is well done.

DIRECTORS REPORT

Hoenecke asked if items that required a vote be moved up so that he could participate in the voting and then leave for his next meeting.

Policies – Holly presented the Programming Policy. She had a difficult time finding an adequate example, so this one she created mostly on her own. She pointed out that the policy covers the scope and purpose of programming and ties programming goals to the library's strategic plan and mission.

Motion made by Hoenecke to approve the Collection Development Policy.

Second: Sasse

Vote: Unanimous

Vacation Request – Holly reminded the board that they'd requested that Holly ask for approval for vacations that are more than 5 days. Holly asked for the board to approve her time off and use of seven vacation days September 9, 12 – 16, 19.

Motion made by Brefeld to approve seven days of vacation for Holly September 9 - 19.

Second: Hoenecke

Vote: Unanimous

Programs –Holly shared a report that Jean created illustrating the number of participants and minutes read for the summer reading incentive program. Kids read well more than 100,000 minutes and we had nearly 100 more adult participants than we did last year.

Statistics – Circulation and patron count were down this summer over last summer, but Holly said that she thought being closed on a Monday for Fourth of July, may have had a significant impact on circulation and patron visits in July, as Mondays are the library's busiest day of the week.

Correspondence – Holly shared a letter from Jeff Gilderson-Duwe about purchasing ebooks as part of a consortium and the importance of providing popular materials in a variety of formats, especially ebooks because the demand has skyrocketed in the past year. Holly reminded the board that this is part of our mission and the purchase of multiple formats is included in our collection development policy. She told the board that she intended to comply with Jeff's request to support collective funding for this purpose. The board members agreed.

OLD BUSINESS

None.

ITEMS FOR NEXT MEETING AGENDA

A new library policy

2012 Budget

Closed Session to discuss details of Holly's annual review to be conducted in October

Capital Improvements

Next Meeting date is set for Tuesday, September 13, 2011 at 6pm. Holly will not be at the meeting; Jean will be there in her place.

Motion made by Brefeld to adjourn at 6:50pm.

Second: Sasse

Vote: Unanimous